

Idaho Proprietary School Registration Form

[Idaho Code, Title 33, Chapter 24](#), requires each proprietary school with a physical presence in Idaho to register annually with the Idaho State Board of Education. The Administrative Rules pertaining to proprietary schools in Idaho may be found at [IDAPA 08.01.11](#). Please review the statutes and rules applicable to proprietary schools before completing this form.

Check one:

_____ Application for initial proprietary school registration

_____ Renewal of existing proprietary school registration (due May 1st)

School Identification

- a. Name of School: _____
- b. Street Address: _____
- c. Mailing Address (if different from street address): _____
- d. Email Address: _____
- d. Fax: _____
- e. Telephone: _____
- f. Web Address: _____

List names of all school owners, agents, and officials by name and title including email and phone number

List qualifications of each owner, agent, instructor and/or school official as applicable by trade board to ensure courses are high quality and the rights of students are protected.

List all school locations in Idaho

Describe educational programs offered

Past Student enrollment:

| | (last year) | (2 years ago) |
|---|-------------|---------------|
| Total number of students enrolled: | | |
| Percentage of students who completed the program offered: | | |

Attach copies of the following documents:

1. Agent certificates of identification issued by the proprietary school. Agent certificates of identification must be issued annually and include:
 - a. the name and address of agent;
 - b. the name and address of the proprietary school;
 - c. a statement that the bearer is an authorized agent of the proprietary school and may solicit students for the proprietary school.
(An agent who will have unsupervised contact with minors shall complete a criminal history check for particular criminal offenses as set forth in IDAPA 08.01.11.07 prior to issuance of a certificate of identification.)
2. Current audited financial statement. If one is not available, attach a copy of the most recent tax return or other similar documentation evidencing tuition received for the prior year. If this is the school's first year of registration, estimate anticipated tuition receipt for the upcoming year of registration: _____.
3. Surety bond, per Section 33-2406, Idaho Code.
 - a. Bond number _____
 - b. Amount \$ _____ ("The amount of the surety bond shall be not less than the total tuition and fees to be collected by the school from its students, currently engaged in instructional activities, that covers the period from

the beginning through completion of the course of instruction the student has contracted and paid for. This amount shall be based upon the projected tuition and fee revenue for the coming registration year.”)

- c. Expiration date _____.
4. Description of curriculum and course materials.
- a. School brochure available ____yes ____no
- b. School Catalog available ____yes ____no
5. Documentation of school certification or accreditation by professional trade board or agency.
6. Written policies on: admissions, re-admission of dismissed students, hiring and workplace procedures; student evaluation of offered programs; student and instructor rights and responsibilities; grievance procedures; approval of the curriculum and other academic procedures to ensure the quality of educational offerings; assessment and evaluation of the effectiveness of instruction offered.
7. Materials used to solicit students.
8. Annual registration fee: payment of the registration fee must accompany this application for registration. The registration fee is a percentage of gross Idaho tuition revenue for the prior year (Jan 1 – Dec 31), shall be calculated at one half of one percent (.5%), not less than \$100 or more than \$5,000. If this is the first year of registration, the fee shall be calculated on estimated gross revenue. The fee shall not be less than \$100. Registration fees are nonrefundable.

| | | |
|---|------------|-----------|
| Total Revenue From Tuition Sources (previous tax year) | | \$ |
| Minus Total Refunds (by school cut-off date) | (-) | \$ |
| | GTR | \$ |

CERTIFICATION OF COMPLIANCE

By my signature below, on this ____ day of ____, 2014, I certify that I am the primary official responsible for the school which is the subject of this registration form and that I have verified that the following are true and correct:

1. The school is in compliance with all local, state and federal laws, administrative rules, and other regulations applicable to proprietary schools.
2. All agents who will have unsupervised contact with minors have successfully completed a criminal history check in compliance with Section 33-2404, Idaho Code and IDAPA 08.01.11.07.
3. All courses or courses of study offered by the school will prepare students to enter employment upon completion of the program or prepare them for self-employment.
4. Commissions shall not be used for any portion of the faculty compensation.
5. Before accepting payment from any student, each student shall sign a written acknowledgement with the following statement:

"I understand that [insert name of proprietary school] is registered with the State Board of Education in accordance with Section 33-2403, Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by [insert name of proprietary school], and that these courses may not be accepted for transfer into any Idaho public postsecondary institution."

6. The school is in full compliance with the following Standards set forth in IDAPA 08.01.11.301.

Standard I - Legal Status and Administrative Structure. The school complies with all local, state and federal laws, administrative rules, and other regulations applicable to proprietary schools.

- a. The school has a clearly stated educational purpose that is consistent with the courses or a set of related courses under consideration for approval.
- a. The ownership of the school, its agents, and all school officials are identified by name and title.
- b. Each owner, agent, instructor and/or school official is appropriately qualified by the trade board (as applicable) to ensure courses are of high quality and the rights of students are protected.
- c. The school has written policies to govern admissions and re-admission of dismissed students, hiring procedures, and working conditions; evaluation/assessment of all employees and instructional offerings; student and instructor rights and responsibilities; grievance procedures; approval of the curriculum and other academic procedures to ensure the quality of educational offerings.
- d. The school follows procedures for assessing/evaluating the effectiveness of instruction. Evaluation and assessment results are used to improve courses or courses of study.
- e. All advertising, pamphlets, and other literature used to solicit students and all contract forms accurately represent the purpose of the school, its courses or courses of study, anticipated job opportunities, and other relevant information to assist students in making an informed decision to enroll. Schools offering courses or courses of study which require clinical, practicum or internship components provide students with written information regarding the number of clinical, practicum or internship positions available and the location of said positions. The school provides each prospective student, newly-enrolled student, and returning student complete and clearly presented information indicating the school's current completion and job placement rate.

Standard II - Courses or Courses of Study. Instruction is the primary focus of the school. All courses or courses of study prepare students to enter employment upon completion of the program or prepare them for self-employment.

- a. The requirements for each course or courses of study are defined clearly including applicable completion requirements or other requirements such as practicums and clinicals. Courses or courses of study follow applicable trade board training curriculum standards or be designed using effective learning strategies for students, identifying and organizing all instructional materials and specialized facilities, identifying instructional assessment methods, and evaluating the effectiveness of the course offerings.
- b. Written course descriptions exist for all courses or courses of study and are provided to instructors. Instructors are expected to follow course descriptions. A syllabus for each course is distributed to students at the beginning of the course.
- c. All courses or courses of study are offered with sufficient frequency to enable students to complete courses or courses of study within the minimum time for completion.
- d. The cost of each course or courses of study, the payment schedule, and the refund policy, are given to students in writing.

Standard III - Student Support Services. The school has clearly defined written policies that are readily available to students. Policies address students' rights and responsibilities, grievance procedures, and define what services are available to support students.

- a. The admission of students is determined through an orderly process established in a written policy using published criteria which are uniformly applied. Admissions decisions take into account the capacity of the student to grasp and complete the instructional training program and the ability of the school to handle the unique needs of accepted students.
- b. There are clearly defined policies to re-evaluate students dismissed from the school and, if appropriate, to readmit them.
- c. The school follows a clear and fair policy regarding due process in disciplinary matters for all students, which is given to each student upon enrollment in the school. The name and contact information for the individual who is responsible for dealing with student grievances and other complaints and for handling due process procedures.
- d. Prior to enrollment, all prospective students receive the following information in writing:
 - i. Information describing the purpose, length, and objectives of the courses or courses of study;
 - ii. Completion requirements for the courses or courses of study;
 - iii. The schedule of tuition, fees, and all other charges and all expenses necessary for completion of the courses or courses of study;
 - iv. Cancellation and refund policies;
 - v. An explanation of satisfactory progress, including an explanation of the grading/assessment system;
 - vi. The calendar of study including registration dates, beginning and ending dates for all courses, and holidays;
 - viii. A complete list of instructors and their qualifications;
 - ix. A listing of available student services; and
 - x. Accurate and secure records are kept for all aspects of the student record including, at minimum, admissions information, and the courses each student completed.

Standard IV - Faculty/Instructor Qualifications and Compensation.

- a. Instructor qualifications (training and experience) are recorded and available to students.
- b. There are a sufficient number of full-time instructors to maintain the continuity and stability of courses.
- c. The ratio of instructors to students in each course is sufficient to assure effective instruction.
- d. Commissions may not be used for any portion of the faculty compensation.
- e. Procedures for evaluating instructors have been established and are followed.

Standard V - Resources, Finance, Facilities, and Instructional Resources.

- a. Adequate financial resources are available to accomplish instructional objectives and to effectively support the instructional program, including classroom and training facilities, instructional materials,

supplies and equipment, instructors, staff, library, and the physical and instructional technology infrastructure.

- b. The school has sufficient instructional resource materials so that, together with tuition and fees, it is able to complete its educational obligations to currently enrolled students. If the school is unable to fulfill its obligations to students, the school will make arrangements for a comparable teach-out opportunity with another proprietary school or refund one hundred (100) percent of prepaid tuition.
- c. School financial/business records and reports are kept separate and distinct from those of any affiliated or sponsoring person or entity. Financial records and reports at a school are kept in accordance recognized financial accounting methods.
- d. The school has adequate instructional resource materials available to students, either on site or through electronic means. These materials are housed in a designated area and are available for students and instructors with sufficient regularity and at appropriate hours to support achievement of course objectives or to promote effective teaching.
- e. If the school relies on other schools or entities to provide library resources or instructional resources, the arrangements effectively meet the needs of students and faculty. These arrangements are documented through written agreements. Student and faculty use is documented and frequently evaluated to ensure quality services are being provided.

7. I have read and will abide by the requirements of Idaho Code, Title 33, Chapter 24 and the related administrative rules found at IDAPA .08.01.11, and will ensure that all agents of the school do the same.

8. All answers on this application are true and complete to the best of my knowledge.

9. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected and any registration issued may be cancelled.

Signature

Printed name and title

PLEASE ENCLOSE ALL REQUIRED DOCUMENTS with your Application

Make checks payable to Idaho State Board of Education. Mail business check for Registration Fee and a hard copy of this signed application to:

Attn: State Coordinator for Private Colleges & Proprietary Schools
Office of the State Board of Education
P. O. Box 83720
650 West State Street, Suite 307
Boise, ID 83720-0037